

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **HIGHWAY SUPERVISOR**

Jurisdictional Class: **Competitive**
Date Adopted: **Unknown**
Date Revised: **11/9/89, 8/1/01, 6/1/06**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **14**

DISTINGUISHING FEATURES OF THE CLASS: This position plans, assigns and supervises the work of a group of Motor Equipment Operators and/or Laborers in carrying out highway maintenance and construction projects. Incumbent is responsible for the behavior, performance and effectiveness of his/her group. Receives general supervision from the Public Works Supervisor and provides direct supervision to a work group. This is an entry-level supervisory position, but the employee may also participate in the work, including the operation of equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Implements paving and construction projects on county roads, including the organization of manpower, equipment and materials to perform assigned tasks;

Under the supervision of the Public Works Supervisor, plans, supervises and reports on all assigned projects, including the maintenance of time sheets and job reports, the estimating and ordering of materials and the preparation of other documentation that may be developed as part of a departmental management information system;

Plans and implements maintenance projects on county roads, including the cleaning of ditches and culverts, cutting of trees and brush, patching of pavement, mowing of grass, snow removal, ice control or other projects as assigned;

Supervises the work of assigned employees, assures that employees are at all times working safely and within County or departmental guidelines, immediately reports any employee failure to follow instructions or properly carry out assigned work to the Public Works Supervisor;

Implements programs to improve employee workplace health and safety;

Trains and advises employees on the proper use of tools and equipment;

Immediately reports to the Public Works Supervisor accidents, injuries, or breakdowns of machinery or equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of departmental organization, its functions, responsibilities and personnel; good knowledge of laws, rules and/or regulations applicable to the work being performed; working knowledge of engineering, highway maintenance and construction practices; working knowledge of employee relations practices; ability to read and understand construction plans; ability to supervise projects; ability to get along well with subordinates and others and to secure their cooperation; ability to exercise independent judgment; ability to follow oral and written instructions; resourcefulness; dependability; tact and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or equivalency; **AND**
- (B) Five (5) years of private or government experience in the public works field with a job record indicating a knowledge and understanding of the use of equipment, machinery, and tools in the carrying out of tasks; **AND**

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(C) Experience in planning and supervising the work of others in carrying out specific tasks.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT:

Possession of a valid, appropriate level New York State Motor Vehicle Operator's license or otherwise demonstrate the ability to meet the driving needs of the job.